

ADDENDUM

Position Title: SR ADMINISTRATIVE ASSISTANT Department: Veteran Affairs	Class Code:	Position Level: 8
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ADDITIONAL KEY RESPONSIBILITIES
1. Assist with Veteran Affairs Transportation program.
KEY JOB REQUIREMENTS
Requires Service Officer Training certificate within first year of employment. Requires Notary Public Commission.

APPROVALS
<i>Department Head:</i>
Name: _____ Signature: _____ Date: _____
<i>Division Director:</i>
Name: _____ Signature: _____ Date: _____
<i>County Administrator:</i>
Name: _____ Signature: _____ Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____